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ABSTRACT

This instructor's manual is designed to familiarize vocational education teachers with the use of computer-managed instruction (CMI) in competency-based vocational education programs. Discussed in the introductory section of the manual are the basic functions of CMI, tips for getting started, daily recordkeeping procedures, weekly timecard updates, and reports generated by the system. The next section deals with management of databases, task status files, task description files, and student information files. Covered in the remaining two sections of the guide are procedures for monitoring student progress and using a report generator. (MN)

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Instructor Guide

for the

Lake County Area Vocational Center
Computer-Managed Instructional System

for
Competency-Based Vocational Education

Version 1.1
(June, 1985)

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Note to Instructor

Before turning the Apple on, or loading any disks, please spend 1-2 hours reading, and reviewing the materials in the section titled "System Overview". Do not turn the machine on, until you done so, or as IBM is notorious for quoting, your "results will be unpredictable". Otherwise, you will have minimum success, maximum frustration and this manual will become nothing more than a large paperweight.

Please take the time to discover what the CMI system can do for you, before you tackle it.

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Lake County Area Vocational Center

Table of Contents
(System Overview)

System Overview
- History of CMI project — pg. 0.1
- Basic function of CMI system — pg. 0.2
- Getting Started — pg. 0.3
- "In the beginning" — pg. 0.4
- Daily recordkeeping procedures — pg. 0.5
- Weekly timecard updates — pg. 0.6
- Reports generated by system — pg. 0.7

Section 1 - Database Management
- Master menu — pg. 1.0
- Password menu — pg. 1.1
- Database Management menu — pg. 1.2

Task Status File Management
- Task Status Menu — pg. 1.3
- Initializing records — pg. 1.3.1
- Modifying existing records — pg. 1.3.2
- Returning to other menus — pg. 1.3.3

Task Description File Management
- Task Description Menu — pg. 1.4
- Creating new records — pg. 1.4.1
- Modifying existing records — pg. 1.4.2
- Deleting existing records — pg. 1.4.3
- Returning to other menus — pg. 1.4.4

Student Information File Management
- Student Information Menu — pg. 1.5
- Creating new records — pg. 1.5.1
- Modifying existing records — pg. 1.5.2
- Deleting existing records — pg. 1.5.3
- Returning to other menus — pg. 1.5.4

Section 2 - Student/Task Progress
- Task Progress Menu — pg. 2.0
- Inquiry mode (w/sample report) — pg. 2.1
- Update mode (w/sample report) — pg. 2.2
- Student Weekly Timesheet — pg. 2.3

Section 3 - Report Generator
- Report Generator Menu — pg. 3.0
- Task Listing (w/sample report) — pg. 3.1
- Student Listing (w/sample report) — pg. 3.2
- Task/Subtask Listing (w/sample report) — pg. 3.3
- Grade Report/History (w/sample reports) — pg. 3.4
- Pre-Test Schedule (w/sample report) — pg. 3.5
- Post-Test Schedule (w/sample report) — pg. 3.6

History of CMI Project

After extensive study and visitations to other vocational centers throughout the midwest, the Lake County Area Vocational Center adopted competency-based instruction as its learning delivery system in September 1977. Following that adoption, LCAVC staff became involved in developing and utilizing task lists and student learning guides in their programs. Through the years that followed, it became obvious that one of the major problems associated with this system, is the time required to keep records on student progress and achievement.

In 1983, the data processing staff at LCAVC proposed to create a computerized recordkeeping system, using microcomputer technology. This computerized system, known as the CMI (Computer-Managed Instruction) system, was to be:

1. Simple for staff to utilize.
2. Available for the Apple II series microcomputer.
3. Menu-driven for maximum user-friendliness.
4. Usable by any competency-based vocational program in the State of Illinois.

This project was completed in June, 1985, and has resulted in this manual, and the disks associated with it. We believe that the CMI system is usable by any vocational instructor who wishes to have computerized recordkeeping at his/her fingertips, with a minimum of effort.

Basic Functions of System

I. The CMI system provides the following benefits to the instructor:

1. The ability to keep records without the need for hand-written recordkeeping.

2. The ability to view an individual student's progress, at any given time, for any given task.

3. The ability to produce weekly reports, to be distributed to students, to aid them in their classroom time management.

4. The ability to establish periodic grades, with minimal effort.

5. The ability to produce computerized listings of tests which students need to take.

II. The CMI system provides the following benefits to the student:

1. The ability to know exactly how their grade is determined, and where their progress is, in relationship to the grade they desire to achieve.

2. The ability to learn to deal with employee time/productivity management, utilizing industry-modeled task-progress reporting.

3. The ability to know where they are, at any time, in relationship to the total curriculum.

Getting Started

The CMI system is a "turn-key", "menu-driven" system. "Turn-key" means that you simply put the proper diskettes in the proper disk drives, turn the computer on, and it starts without further commands or intervention. "Menu-driven" means that everything you do will be initiated through one, or several "menus", where you will be asked to make a choice from several options, similar to a menu in a restaurant. You don't need to have any programming ability. As a matter of fact, you don't need to know anything about the Apple microcomputer, other than how to turn it on, and how to use the keyboard.

Menu vs. Page Numbering

With the exception of this introductory 'overview' section, the pages in this manual are numbered, according to the "menu" which they relate to. For example, let's assume that you wish to create your student information file, at the beginning of the school year.

First, you would install the two diskettes contained in this manual, in the disk drives indicated on the diskette labels. (Note: If you're not sure which disk drive is #1, leave both disk drives empty, and turn the Apple 'on'. The drive with the red 'in use' light on, will be drive #1. Turn the Apple off, and install the diskettes accordingly).

Once the disks are in, close both disk drive doors, and turn the Apple computer 'on', as well as the monitor. After a little clattering and whirring, the "Master Menu" will appear. Note that the characters (1.0) appear in the lower right-hand corner of the screen, turn now to page 1.0 in Section I of this manual, and read that page. After doing so, you will see that it describes the function and operation of "Master Menu (1.0)".

Now, select 1 for Database Management, and press RETURN. The next screen to appear will be "Database Management Menu", with the numbers (1.1) in the lower right-hand corner of the screen, which is a password protection, described on page 1.1 in Section I of this manual. By reading page 1.1, and following the instructions on that page, you will be transferred to "Database Management Menu" with the numbers (1.2) in the lower right-hand corner of the screen, which again, relates to page 1.2 of this manual.

By following this procedure, and interacting between the computer screen and this manual, you can utilize the entire CMI system with minimal difficulty. Eventually, you'll be familiar enough with the system (in a week or two) that you will no longer need the manual.

Now, to continue with our example, select 3 - Student Information File, and continue on with the process of using the numbers in the paranthesis to guide you through the manual. Remember, you're creating a student information file, for your class. This process will only take a few minutes to complete, and when you're finished, you'll feel much more comfortable with the CMI system and this manual.

Before doing that however, please note that there are three sections in this manual, which relate to each of the three choices, on the "Master Menu", namely:

Section 1 - Database Management

Section 2 - Task Progress

Section 3 - Report Generator

At the beginning of each section, a flowchart is used to show how the menus are numbered, and how they link together. By following the menu/page number process, you should be able to "bail out" of most difficulties.

"In the Beginning"

After reading the rest of the "System Overview" section, and becoming familiar with the manual and the CMI System, which should take one hour or so, you are ready to set the CMI System up for your own classroom. To do so, please follow these steps. (Note: The following steps will only have to be done once, at the beginning of each school year).

Phase 1:

You will need one "Class Record" disk for each of your classes, or sessions. Six of these disks are provided with this manual. Please number them with a felt-tip pen, to correspond to your class/session number. (Note: For additional diskettes, contact LCAVC at the address shown on the manual cover page.)

Phase 2:

Turn your Apple "OFF". Load the "CMI Program" disk in Disk Drive #1. Load the "Class Record" disk for your first class/session in Disk Drive #2. Turn your Apple "ON". You should now have the "Master Menu" on the monitor screen. Following the menus, and the instructions on pages 1.0, 1.1, 1.2 and 1.4, create records for all of the tasks in your curriculum. (You are allowed a maximum of 99 tasks.) When you have created the last task record, return to the Master Menu, turn your Apple "OFF", and remove the diskettes from both disk drives.

Phase 3:

Now, so that you don't have to type that information all over again on each "Class Record" disk, we'll copy it the easy way.

(1) Load the "DOS 3.3 Master" disk provided with this manual in Disk Drive #1, and turn the Apple "ON", leaving Disk Drive #2 empty.

(2) After a few seconds, the screen will say Dos Version 3.3 at the top, and you will have a blinking cursor.

(3) Type in the two words RUN COPYA, and press RETURN.

(4) After a few seconds, the screen will change. Keep pressing the RETURN key, until the screen message states "PRESS 'RETURN' KEY TO BEGIN COPY".

(5) Remove the "DOS 3.3 Master" disk and place the "Class Record" disk you just typed all the tasks on into Drive #1.

(6) Place one of your other "Class Record" disks in Drive #2.

(7) Close both drives and press RETURN. The Apple will copy one disk to the other for a minute or so.

(8) When the copying is completed, answer Y to the "Do You Wish To Make Another Copy" prompt, and remove the "Class Record" disk from Drive #2, setting it aside.

(9) Now, take another "Class Record" disk, and repeat steps 6-9 until all "Class Record" disks have been copied.

(10) When finished, turn the Apple "OFF", and replace all diskettes in their holders.

(11) (You have now loaded all of the curriculum information that the CMI System needs).

Phase 4:

(1) Place the "CMI Programs" disk in Drive #1.

(2) Place the "Class Record" disk for your first class/session in Drive #2.

(3) Turn the Apple "ON".

(4) Following the instructions on pages 1.0, 1.1, 1.2 and 1.5, type in the requested information for each of your students in that class/session.

(5) When completed, turn the Apple 'OFF' and remove the disk from Drive #2, then repeat steps 2-5 for your other "Class Record" disks.

(6) When finished, turn the Apple "OFF", and replace all diskettes in their holders.

(7) (You have now loaded all of the student information that the CMI System needs).

Phase 5:

Now that you have entered all of the student and task information that is required, the CMI System must be given a one-time opportunity to "merge" those two sets of information, into what is called the "Task Status File".

(1) Place the "CMI Programs" disk in Drive #1.

(2) Place the "Class Record" disk for your first class/session in Drive #2.

(3) Turn the Apple "ON".

(4) Following the instructions for Initializing Task Status Records on pages 1.0, 1.1, 1.2 and 1.3, initialize your "Class Record" disk. Each disk will take several minutes to initialize, so don't be afraid to take a coffee break while its working.

(5) When completed, turn the Apple 'OFF' and remove the disk from Drive #2, then repeat steps 2-5 for your other "Class Record" disks.

(6) When finished, turn the Apple "OFF", and replace all diskettes in their holders.

(7) (You now have the CMI System completely ready for your entire school year).

Congratulations! The CMI System is now fully operational and readied for your classroom. Phase 1-5 will not have to be repeated for another full year.

Now, to see how daily, and end-of-week updates are done, please turn to the next page, for information on "Daily Recordkeeping Procedures".

Daily Recordkeeping Procedures

Daily records consist of test scores, tasks (programs) completed, and sub-tasks (flowcharts, problem review sheets, input/output layouts, etc.) completed. These are the "check-mark" entries normally recorded on a daily basis, in an instructor's grade book. Also, if mistakes were made on a student's records, they may be corrected here.

To accomplish daily recordkeeping changes, follow the instructions on pages 1.0, 1.1, 1.2 and 1.3, for "Modifying" Task Status records. *** Important Note *** To accomplish daily record changes, you will need two "ID" numbers, one for the student, and one for the task they are working on.

Weekly Timecard Updates (Optional)

(This procedure may be bypassed, if you do not wish to keep track of the number of hours each student spends on each task).

If you do wish to utilize weekly time-keeping, simply follow the instructions on pages 2.0, 2.1 and 2.2, for "Task Progress Update".

*** Important Note ***

As with daily recordkeeping, you will need two "ID" numbers, one for each student, and one for each task they have spent time on that week.

Reports Generated by System

The following reports are generated by the CMI System.

Name of Report	General Function	Sample	Run Instructions
List of All Tasks	Curriculum Summary	(3.1)	(3.1) for Hardcopy
List of All Students	Class Listing	(3.2)	(3.2) for Hardcopy
Task/Subtask Tracking	Tracks & lists specific student progress for all tasks in curriculum	(3.3)	(3.3) for Hardcopy (3.3.1) for Softcopy
Grade Report/History	Computerized Grade Calculation	(3.4)	(3.4) for Hardcopy (3.4.1) for Softcopy
Pre-Test Schedule	Schedules Theory Pre-Tests	(3.5)	(3.5) for Hardcopy (3.5.1) for Softcopy
Post-Test Schedule	Schedules Performance Post-Tests	(3.6)	(3.6) for Hardcopy (3.6.1) for Softcopy
Student Task Progress (Inquiry Mode)	Year-To-Date Totals of Hours per Task	(2.1)	(2.1) for Hardcopy
Student Task Progress (Update Mode)	Weekly Timesheet Update of Hours per Task	(2.2)	(2.2) for Hardcopy

Computer-Managed Instruction
(Database Management)
Master Menu

Function

The "Master Menu" is the first screen displayed when you "boot" the system, by turning it on. The "Master Menu" will then allow you to follow one of the following paths.

Choice 1 - Database Management

There are three files required by the CMI System, which hold all student and task information. By selecting this choice, you may create, modify, or delete information on the files. (Daily grading and record keeping is done here).

Choice 2 - Task Progress

This choice allows you to maintain and monitor the progress of each student, in terms of hours spent on individual tasks. (Weekly timekeeping is done here)

Choice 3 - Report Generator

There are six different reports in this choice, which accomplish periodic grade reporting, weekly student progress, student and task listings, and reports which indicate what tests your students need to take. (These reports may be used at any time).

Operation

Keying in the number 1, 2 or 3 and pressing the RETURN key will take you to the desired function.

Computer-Managed Instruction
(Database Management)
Password Menu

Function

To prevent unauthorized users from entering file and record maintenance procedures.

Operation

The password is "masked", so that it does not appear on the screen as it is entered. The password used by the CMI System is "YAIFTM". By entering these six letters and pressing the RETURN key, the user may proceed to the Database Management Menu. Without the proper password, the user is prevented from any further action.

Note: If you make a mistake while keying the password, use the left arrow key (←) to correct it.

Computer-Managed Instruction
(Database Management)
Menu

Function

The "Database Management Menu" is the first screen displayed after the correct password is entered. It allows you to access one of three files.

Choice 1 - Task Status File

This is where information is stored regarding a students's progress. Grades, progress reports, and timekeeping procedures all require this file.

Ex. If a student completes a task, their test scores, date and quarter completed would be recorded using this option.

* Selecting this choice will take you to (1.3) *

Choice 2 - Task Description File

This is where an instructor records information relating to the individual tasks in their curriculum. Once this file is created, it is seldom changed.

* Selecting this choice will take you to (1.4) *

Choice 3 - Student Information File

At the beginning of a school year, or marking period, an instructor creates records on this file, for each of their students. Once this file is created, it is seldom changed, unless a student drops, or a new student enters the class.

* Selecting this choice will take you to (1.5) *

Choice 4 - Return to Master Menu

Allows the user to "escape" backwords to the "Master Menu".

* Selecting this choice will return you to (1.0) *

Operation

Keying in the number 1, 2, 3 or 4 and pressing the RETURN key will take you to the desired function.

Computer-Managed Instruction
(Database Management)
Task Status Information File Management
Menu

Function

The "Task Status Menu" allows you to create records, modify records which already exist, or "escape" without making any file changes.

Choice 1 - Initialize Records

This option is only used once, at the beginning of each school year, to create new student records.

Choice 2 - Modify Existing Records

This option is the one you will be using daily, to update student records.

Choice 3 - Return to Database Management Menu

This option is seldom used, since you don't normally maintain any of the student files, other than the Task Status File. It will return you to the Password Menu, or screen (1.1).

Choice 4 - Return to Master Menu

This option is used when you have completed file updates, and you are ready to go on to something else. It will return you to the Master Menu, or screen (1.0).

Operation

Keying in the number 1, 2, 3 or 4 will take you to the desired function.

The following pages, numbered (1.3.1 - 1.3.3), are a more detailed description of the four options described above. They also give you a few "hints" regarding potential problem areas.

Menu Choice 1 - Initialize Records

**** STOP ****

This option should only be used once each school year, to create new student files.

**** Please Read Before Proceeding ****

New student task status records are made, by creating 35 separate student records, with all of their fields set to zero. You may quit (if you're here by mistake, for example), by answering "Do You Wish To Zero All Fields" with "N".

You have one more chance to change your mind with "Are You Sure".

If you see "I'm On Record 1", followed by "I'm On Record 2", you have just committed yourself to zeroing out 35 student task status records. When the CMI System completes record #35, it will return you automatically to the "Task Status Information File Management" menu.

Menu Choice 2 - Modify Existing Record(s)

This is where most of the daily interaction with the instructor takes place, to enter student test scores, completion dates, etc.

Upon selecting this choice, you will see a screen with 15 different fields of information, for recording student progress. You will also see a "Cursor Control Area" at the bottom of the screen. The proper use of the four lines on the bottom, allow you to change, add or delete student task status information.

To start, keyin "ST" to select a student record. The cursor will jump up to Student No., and remain there until you keyin the Student I.D. number, for the proper student. ** Note : If you enter a Student I.D. number which does not match the information on your "Class Record" diskette, you will receive a "Student Record Not Found" message. Pressing RETURN will return you to the "Cursor Control Area" at the bottom of the screen. **

Once you select a valid student number, it will take 15-30 seconds to load that record. Then, the cursor will return to the bottom of the screen, to await your next command.

At this point, entering "ST" would allow you to select another student, in place of the student you currently have, after updating the record currently on the screen.

Entering "TK" will take you to Task No., where entering the number "01-99" will pull in the information related to that task, for this particular student. Use your Task Listing (see 3.1) to obtain the correct Task I.D. number.

There are 15 other fields on the Task Status Information File, and they are described as follows:

Student No. - The number of the student, as they appear on your "Class Record" diskette.

Task No. - The number of the task, as they appear on your "Class Record" diskette.

Field 1/3. Pretest - Used to record the score (000-100) and completion quarter (1-4) of pretest for task. (THEORY TASKS)

Field 2/4. Posttest - Used to record the score (000-100) and completion quarter (1-4) of posttest for task. (PERFORMANCE TASKS)

Fields 5 - 9. MPO - Used to record completion quarter (1-4) of each Micro Performance Objective completed by student, for this task.

Field 10. Partial Completion - If a program project takes longer

than one quarter to complete, the first quarter (1-4) in which credit is given is recorded here.

Field 11. Partial Points - The points assigned to the partial completion of a task (see Field 10 above).

Field 12. Hours To Date - The number of hours the student has applied to this task. Normally maintained through the "Task Progress" menu (see 2.2), but corrections may be made here.

Field 13. Date Completed - Month/Day/Year format. The date on which the task was completed.

Field 14. Quarter Completed - Used to record completion quarter (1-4) in which the date completed occurs.

Field 15. Task Points - The total number of points for the entire task. If a student has already received partial credit for a task, be sure to subtract the points already given.

Entering "01-15" will allow you to change the information in the appropriate field.

Entering "16" will update the record currently on the screen, and then return you to the "Task Status Information File Management" menu (1.3).

Menu Choice 3 - Return to Database Management Menu

This choice will return you to the "Database Management Password Menu (1.1)."

Menu Choice 4 - Return to Master Menu

This choice will return you to the "Master Menu (1.0)."

Computer-Managed Instruction
(Database Management)
Task Description File Management
Menu

Function

The "Task Description Menu" allows you to create records, modify or delete records which already exist, or "escape" without making any file changes.

Choice 1 - Create New Records

This option is normally used once, at the beginning of each school year, to create the task descriptions for your curriculum. However, you may create new records during the school year, if you use the next Task I.D. number available to you. (You would first need to print a Task Listing, see "Task Listing", pg. (3.1).

Choice 2 - Modify Existing Records

This is where an instructor would make changes to a task description. However, once this file is created, it is seldom changed.

Choice 3 - Delete Existing Records

If you wish to remove a task from your curriculum, either temporarily or permanently, you would select this option. However, once this file is created, records are seldom deleted.

Choice 4 - Return to Database Management Menu

This option will return you to the Password Menu, or screen (1.1).

Choice 5 - Return to Master Menu

This option is used when you have completed file updates, and you are ready to go on to something else. It will return you to the Master Menu, or screen (1.0).

Operation

Keying in the number 1, 2, 3, 4 or 5 will take you to the desired function.

The following pages, numbered (1.4.1 - 1.4.4) are a more detailed description of the five options described above. They also give you a few "hints" regarding potential problem areas.

Menu Choice 1 - Create New Record(s)

**** STOP ****

This option is normally used once, at the beginning of each school year, to create records for your tasks/curriculum. It may be used in the middle of a school year, to "add" new tasks, but you must remember to use the next Task I.D. available to you, according to a Task File listing.

**** IMPORTANT ****

When creating a new record, you must use the next Task I.D. in sequence. "Skipping" past a number (e.g. using 46, 47, -, 49) will cause the system to fail.

You may create up to 99 different tasks, on one "Class Record" diskette. You may quit (if you're here by mistake, for example), by entering a Task I.D. of "00".

**** PLEASE READ ****

There are 6 fields on the Task Description File, and they are described as follows:

Field 1. Task I.D. - The position of the task in your curriculum. ((Must be a number, from 0 to 99))

Field 2. Task No. - A 4-character I.D. used at LCAVC. ((First 3 characters must be numbers. Last character may be alphabetic, or left blank.))

Field 3. Description. - Narrative of what task is. ((Use spacing to leave blank))

Field 4. Test Flag. -
May be '0' if task requires no testing.
May be '1' if pre-test is required for task.
May be '2' if post-test is required for task.
May be '3' if both pre & post tests are required.

Field 5. Estimated Hours - The approximate number of hours required to complete the task. ((May be 000.0))

Field 6. Weighting Factor - The number of points associated with each task completion, which is later equated with student grades. ((May be 00.0))

Menu Choice 2 - Modify Existing Record(s)

Enter the Task I.D. number, to retrieve the task you wish to modify. The cursor will then return to the "Cursor Control Area", at the bottom of the screen.

To Change a Field - (fields 2-6 may be changed, but field 1 may not be altered), simply enter the number 2-6, and the cursor will move up to that field, where you may make changes, according to the following rules:

Field 2. Task No. - A 4-character I.D. used at LCAVC. ((First 3 characters must be numbers. Last character may be alphabetic, or left blank.))

Field 3. Description - Narrative of what task is. ((Use spacing to leave blank))

Field 4. Test Flag -
May be '0' if task requires no testing.
May be '1' if a pre-test is required for task.
May be '2' if a post-test is required for task.
May be '3' if both pre & post tests are required.

Field 5. Estimated Hours - The approximate number of hours required to complete the task. ((May be 000.0))

Field 6. Weighting Factor - The number of points associated with each task completion, which are later equated with student grades. ((May be 00.0))

To Quit Without Any Changes - Enter "8", while the cursor is at the bottom of the screen, in the "Cursor Control Area."

To Update, After All Changes Have Been Made - Enter "7" or "8", while the cursor is at the bottom of the screen, in the "Cursor Control Area."

Menu Choice 3 - Delete Existing Record(s)

Enter the Task I.D. number of the record you wish to delete. The cursor will then return to the "Cursor Control Area", at the bottom of the screen, and the question "Delete the Record" will appear. To delete the record, answer "Y", or answer "N" to escape.

The question "Are You Sure" is your last chance to escape. Answer "Y" to continue the delete process. Then keyin the word DELETE, and press the space bar to the end of the description field.

The record is now deleted. Enter "00" in Task I.D. to return to the "Task Description File Management Menu (1.4)".

Menu Choice 4 - Return to Database Management Menu

This choice will return you to the "Database Management Password Menu (1.1)."

Menu Choice 5 - Return to Master Menu

This choice will return you to the "Master Menu (1.0)."

Computer-Managed Instruction
(Database Management)
Student Information File
Menu

Function

The "Student Information Menu" allows you to create records, modify or delete records which already exist, or "escape" without making any file changes.

Choice 1 - Create New Records

This option is normally used once, at the beginning of each school year, to create student records for each of your classes/sessions. However, you may create new records during the school year, if you use the next Student I.D. number available to you. (You would first need to print a Student Listing, see "Student Listing", pg. 3.2).

Choice 2 - Modify Existing Records

This is where an instructor would make changes to a student record. However, once this file is created, it is seldom changed.

Choice 3 - Delete Existing Records

If you wish to remove, or drop a student from a class/session, either temporarily or permanently, you would select this option. However, once this file is created, records are seldom deleted.

Choice 4 - Return to Database Management Menu

This option will return you to the Password Menu, or screen (1.1).

Choice 5 - Return to Master Menu

This option is used when you have completed file updates, and you are ready to go on to something else. It will return you to the Master Menu, or screen (1.0).

Operation

Keying in the number 1, 2, 3, 4 or 5 will take you to the desired function.

The following pages, numbered (1.5.1 - 1.5.4) are a more detailed description of the five options described above. They also give you a few "hints" regarding potential problem areas.

Menu Choice 1 - Create New Record(s)

**** STOP ****

This option is normally used once, at the beginning of each school year, to create records for new, or returning students. It may be used in the middle of a school year, to "add" new students, but you must remember to use the next Student I.D. available to you, according to a Student File listing.

**** IMPORTANT ****

When creating a new record, you must use the next Student I.D. in sequence. "Skipping" past a number (e.g. using 13, 14, 15, -, 17) will cause the system to fail.

You may create up to 35 different student records, on one "Class Record" diskette. You may quit (if you're here by mistake, for example), by entering a Student I.D. of "000".

**** PLEASE READ ****

There are 4 fields on the Student Information File, and they are described as follows:

Field 1. Student I.D. - The position of the student in the class. ((Must be a number, from 000 to 035))

Field 2. First Initial - The first letter of the student's first name.

Field 3. Last Name - The student's last name. ((Use spacing to finish field))

Field 4. Student Status - At LCAVC, all students are either juniors or seniors. This may vary, from school to school. ((As designed, must be J or S))

Menu Choice 2 - Modify Existing Record(s)

Enter the Student I.D. number, to retrieve the student record you wish to modify. The cursor will then return to the "Cursor Control Area", at the bottom of the screen.

To Change a Field - (fields 2-4 may be changed, but field 1 may not be altered), simply enter the number 2-4, and the cursor will move up to that field, where you may make changes, according to the following rules:

Field 2. First Initial - May be any one-character value ((A-Z)).

Field 3. Last Name - The student's last name. ((Use spacing to finish field))

Field 4. Student Status - ((As designed for LCAVC, must be J or S))

To Quit Without Any Changes - Enter "6", while the cursor is at the bottom of the screen, in the "Cursor Control Area."

To Update, After All Changes Have Been Made - Enter "5" or "6", while the cursor is at the bottom of the screen, is the "Cursor Control Area."

Menu Choice 3 - Delete Existing Record(s)

Enter the Student I.D. number of the record you wish to delete. The cursor will then return to the "Cursor Control Area", at the bottom of the screen, and the question "Delete the Record" will appear. To delete the record, answer "Y", or answer "N" to escape.

The question "Are You Sure" is your last chance to escape. Answer "Y" to continue the delete process. Then keyin the word DELETE, and press the space bar to the end of the Last Name field.

The record is now deleted. Enter "000" in Student I.D. to return to the "Student Information File Management Menu (1.5)".

Menu Choice 4 - Return to Database Management Menu

This choice will return you to the "Database Management Password Menu (1.1)."

Menu Choice 5 - Return to Master Menu

This choice will return you to the "Master Menu (1.0)."

Computer-Managed Instruction
(Student/Task Progress)
Menu

Function

The "Task Progress Menu" is the first screen in the Task Progress function, after leaving the "Master Menu". It allows you to interrogate (inquiry), or to (update) student task progress, in terms of hours per task.

Choice 1 - Inquiry

This option is used when you wish to print a "Student Task Progress" report, without updating the file at the same time. For example, a student may tell you they have lost their "Student Task Progress report, and need a replacement. You don't want to update anything, but simply need a report.
* Selecting this choice will take you to (2.1) *

Choice 2 - Update

This is where an instructor records weekly hours-per-task, or student timecard information. At LCAVC, this is normally done on Monday, when students turn in their timesheets for the previous week. At the end of updating, a new "Student Task Progress" report is printed.
* Selecting this choice will take you to (2.2) *

Choice 3 - Return to Master Menu

Allows the user to "escape" backwards to the "Master Menu".
* Selecting this choice will return you to (1.0) *

Operation

Keying in the number 1, 2 or 3 and pressing the RETURN key will take you to the desired function.

The following pages, numbered (2.1-2.3), are a more detailed description of the three options described above. They also give you a few "hints" regarding potential problem areas.

Report Function

This report lists the progress of each student, for each of the individual tasks in your curriculum. It may be run at any time, and takes approximately two minutes to run.

The listing is in Task I.D. order, and indicates the following:

Task I.D. - The position of the task in your curriculum.

Task No./Name - Description of the task.

Est. Hours - The approximate number of hours required to complete the task.

Y-T-D Hours - The number of hours spent this school year on the task, by the student.

Hours This Wk - The number of hours spent this week on the task, by the student. (Note: This column is always blank, in the Inquiry Mode).

Hours Left - Estimated Hours minus Y-T-D Hours.

Est. % Compl. - The percentage of the task which has been completed, based on the estimated hours for that task.

Date Compl. - The date on which the student completed the task. The date is 00/00/00 when the task is active, but unfinished.

Example: Laura Cummuta completed task #34 (Invoice Register) on Oct. 11, 1984. She completed a task which normally requires 15 hours, in only 11.5, requiring only 76% of the time estimated.
However,
She has also spent 38.5 hours on task #18 (Sales Quotas), which normally takes 10.0 hours to complete. She is 385% over the estimated time required, and has not yet finished the task.

With this information, the instruction might ask Laura the following:

1. What is going on with Task #18?

To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Select Choice 2

2. Task Progress Menu (2.0) - Select Choice 1

3. The first thing you will be asked to do is to enter the current date, and then verify it.

4. You will then be asked whether you wish to update one, or all student progress records.

If you choose "one", you will be asked to enter the Student I.D. number, for the record you wish a "Student Task Progress" report printed for. Once the student record is loaded, the progress report will begin printing. When the report has finished printing, you will be returned automatically to the "Master Menu", or screen (1.0).

If you choose "all", the system will load, and print a "Student Task Progress" report for all of the students on your "Class Record" diskette, starting with Student I.D. number 1.

5. When the last report has finished printing, you will be returned automatically to the "Master Menu", or screen (1.0).

STUDENT TASK PROGRESS

RUN DATE 01/14/85

STUDENT ID NO. 3

STUDENT NAME L CUMMUTA

TASK ID	TASK NO./NAME	EST. HOURS	Y-T-D HOURS	HOURS THIS WK.	HOURS LEFT	EST. % COMPL.	DATE COMPL.
1	300 -COBOL PROCEDURES	2.0	8.0		NONE	4.00	00/00/00
2	301 -COBOL STANDARDS	2.0					
3	302A-INPUT/OUTPUT	2.0					
4	302B-MAILING FILE LIST	5.0					
5	302C-SALES REPORT	5.0					
6	302D-CUSTOMER LIST	5.0					
7	302E-MAILING FILE LIST	5.0					
8	303A-ADD/SUBTRACT	2.0					
9	303B-SALES REPORT	5.0					
10	303C-SALES SUMMARY	5.0					
11	303D-MULTIPLY/DIVIDE	2.0	11.0		NONE	5.50	00/00/00
12	303E-COMMISSION REPORT	10.0					
13	303F-BANK RECONCILE	10.0					
14	303G-COMPUTE	2.0					
15	303H-SALES AVERAGES	5.0					
16	303I-PURCHASES SUMMARY	10.0					
17	304A-BRANCHING	2.0					
18	304B-SALES QUOTAS	10.0	38.5		NONE	3.85	00/00/00
19	305A-EXTRACTS	2.0					
20	305B-STUDENT FAILURES	10.0					
21	306 -STRUCT. STANDARDS	2.0					
22	307A-STRUCT. THEORY	2.0					
23	307B-SALES ORD. REPORT	10.0					
24	308A-HEADINGS	2.0					
25	308B-TEST RESULTS REPT	10.0					
26	309A-IF STATEMENT	2.0					
27	309B-TEST RESULTS REPT	10.0					
28	309C-PAYROLL REPORT	10.0					
29	310A-DATA VALIDATION	2.0					
30	310B-AUDIT/ERROR REPT	20.0					
31	310C-ACCTS. RECV. VAL.	20.0	16.0		4.0	.80	10/16/84
32	311A-MINOR TOTALS	2.0					
33	311B-SECT. TEST RESULT	15.0					
34	311C-INVOICE REGISTER	15.0	11.5		3.5	.76	10/11/84
35	312A-MAJ/INT/MIN TOTAL	2.0					
36	312B-DEPT. EARNINGS	15.0	14.5		.5	.96	11/09/84
37	312C-STORE REVENUE	15.0	13.5		1.5	.90	12/04/84
38	313A-SORT	3.0	1.0		2.0	.33	09/13/84
39	313B-ACCTS. RECV. SORT	15.0	.5		14.5	.03	07/01/84
40	313C-CUST. LIST SORT	15.0	9.0		6.0	.60	00/00/00
41	314A-TABLE PROCESSING	4.0	2.0		2.0	.50	00/00/00
42	314B-EMPL/DEPT LISTING	15.0	7.0		8.0	.46	00/00/00
43	314C-PARTS DATA LIST	15.0	2.0		13.0	.13	00/00/00
44	314D-FED. TAX REGISTER	20.0	.5		19.5	.02	00/00/00
45	700 -JCL THEORY	2.0					
46	701 -JOB PARAMETER	3.0					
47	702 -EXEC PARAMETER	3.0					
48	703A-DD PARAMETER	3.0					
49	703B-DD PRACTICE	4.0					
50	703C-JCL FOR #28-29	4.0					

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STUDENT ID NO. 3

STUDENT NAME L CUMMUTA

TASK ID	TASK NO./NAME	EST. HOURS	Y-T-D HOURS	HOURS THIS WK.	HOURS LEFT	EST. % COMPL.	DATE COMPL.
51	305C-GRADE REPORT	10.0					
52	305C-FAILURE REPORT	10.0					
53	703D-JCL FOR #30-31	4.0					
54	310D-DECATHLON REPORT	15.0					
55	314E-COACH RANKING	15.0					
56	703E-JCL FOR #32-34	4.0					
57	310E-INVENTORY AUDIT	15.0					
58	313D-SALES SUMMARY	15.0					
59	314F-STOCK RE-ORDER	10.0					
60	316A-SYSTEM FLOWCHARTS	2.0					
61	316B-SYS. F/C-COBOL IV	5.0					
62	316C-MASTER LISTING	10.0					
63	316C-TRANS. LISTING	20.0					
64	315A-SEQ. UPDATING	10.0					
65	315B-ACTIVITY EDIT	25.0					
66	315C-CHECKS/UPDATE	40.0					
67	317A-ISAM CONCEPTS	5.0					
68	317B-ISAM FILE CREATE	15.0					
69	317C-ISAM SEQ. RETR.	5.0					
70	317D-LIST ISAM FILE	10.0					
71	317E-ISAM REPORTS	10.0					
72	317F-ISAM RANDOM RETR.	10.0					
73	317G-ISAM RANDOM	20.0					
74	317H-ISAM RANDOM UPD.	10.0					
75	317I-ISAM RANDOM UPD.	25.0					
76	325A-REVIEW ORG.	.5	.5		NONE	1.00	08/31/84
77	325B-INPUT/OUTPUT	5.0	3.5		1.5	.70	09/13/84
78	325C-DATA MANIPULATION	5.0	3.5		1.5	.70	09/12/84
79	325D-CALCULATIONS	5.0	8.5		NONE	1.70	10/10/84
80	325E-DECISIONS	10.0	9.0		1.0	.90	10/18/84
81	325F-CONTROL BREAKS	15.0	15.0		NONE	1.00	12/04/84
82	325G-TABLE HANDLING	20.0					

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Report Function

This report lists the progress of each student, for each of the individual tasks in your curriculum. Its format is the same as the report produced in the inquiry mode, with the exception of the "Hours This Wk" column, and the fact that student hours are normally updated once a week. In contrast, the Inquiry Mode may be run at any time.
The listing is in Task I.D. order, and indicates the following:

Task I.D.- The position of the task in your curriculum.
Task No./Name- Description of the task.
Est. Hours- The approximate number of hours required to complete the task.
Y-T-D Hours- The number of hours spent this school year on the task, by the student.
Hours This Wk.- The number of hours spent this week on the task, by the student.
Hours Left- Estimated Hours minus Y-T-D Hours.
Est. % Compl.- The percentage of the task which has been completed, based on the estimated hours for that task.
Date Compl.- The date on which the student completed the task. The date is 00/00/00 when the task is active, but unfinished.

Example: Laura Cummuta spent 2.5 hours each last week, on Tasks #45, 46, 47 and 49. She skipped Task #48, and she spent 25% more time on Task #45 than was estimated.

With this information, the instructor might ask Laura the following:

1. Why did she skip Task #48?
2. Is she having unusual difficulty with Task #45?

To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Select Choice 2
2. Task Progress Menu (2.0) - Select Choice 2
3. The first thing you will be asked to do is to enter the current date.
4. Then, you will be asked to establish the total hours for the week you're reporting on. (For example, LCAVC students meet for 2 hours, 5 days a week, for a total of 10.0 hours) Finally, you'll be asked to verify the answers to the above questions.

5. If you have a printer hooked to your Apple computer, you may as well select choice #1, and print the reports as each student's update is completed. If you do not have a printer at the machine you're updating with, select choice #2, and print the progress reports later, using the "Inquiry" only mode (2.1).
6. Press the space bar to go on with The updating procedure.
7. Enter the Student I.D. number for the record you wish to update the hours-per-task on.
   Once the student record is loaded, read the instructions on the lower half of the screen, and push the space bar. Check the student name at the top of the screen, to verify the record selected. ((If it is incorrect, abort the update by entering Task I.D. "01", Hours "00.0", Correct "Y", Finished "Y". After a brief message, press the space bar, and re-enter the Student I.D. correctly)).
   If the student name is correct, enter the "Task I.D." and "Hours" information from the "Student Weekly Timesheet" (found on page 2.3), and follow the prompt/instructions on the screen, until you have completed the update. Answer "Y" to "Are You Finished", and after a brief wait, you will see an "Update Completed" message.
8. Press the space bar, and either continue on with a new Student I.D. number, or enter 0 to end the updating. If you enter 0, you will be returned to the "Master Menu", or screen (1.0).

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STUDENT ID NO. 3

STUDENT NAME L CUMMUTA

TASK ID	TASK NO./NAME	EST. HOURS	Y-T-D HOURS	HOURS THIS WK.	HOURS LEFT	EST. % COMPL.	DATE COMPL.
1	300 -COBOL PROCEDURES	2.0	8.0		NONE	4.00	00/00/00
2	301 -COBOL STANDARDS	2.0					
3	302A-INPUT/OUTPUT	2.0					
4	302B-MAILING FILE LIST	5.0					
5	302C-SALES REPORT	5.0					
6	302D-CUSTOMER LIST	5.0					
7	302E-MAILING FILE LIST	5.0					
8	303A-ADD/SUBTRACT	2.0					
9	303B-SALES REPORT	5.0					
10	303C-SALES SUMMARY	5.0					
11	303D-MULTIPLY/DIVIDE	2.0	11.0		NONE	5.50	00/00/00
12	303E-COMMISSION REPORT	10.0					
13	303F-BANK RECONCILE	10.0					
14	303G-COMPUTE	2.0					
15	303H-SALES AVERAGES	5.0					
16	303I-PURCHASES SUMMARY	10.0					
17	304A-BRANCHING	2.0					
18	304B-SALES QUOTAS	10.0	38.5		NONE	3.85	00/00/00
19	305A-EXTRACTS	2.0					
20	305B-STUDENT FAILURES	10.0					
21	306 -STRUCT. STANDARDS	2.0					
22	307A-STRUCT. THEORY	2.0					
23	307B-SALES ORD. REPORT	10.0					
24	308A-HEADINGS	2.0					
25	308B-TEST RESULTS REPT	10.0					
26	309A-IF STATEMENT	2.0					
27	309B-TEST RESULTS REPT	10.0					
28	309C-PAYROLL REPORT	10.0					
29	310A-DATA VALIDATION	2.0					
30	310B-AUDIT/ERROR REPT	20.0					
31	310C-ACCTS. RECV. VAL.	20.0	16.0		4.0	.80	10/16/84
32	311A-MINOR TOTALS	2.0					
33	311B-SECT. TEST RESULT	15.0					
34	311C-INVOICE REGISTER	15.0	11.5		3.5	.76	10/11/84
35	312A-MAJ/INT/MIN TOTAL	2.0					
36	312B-DEPT. EARNINGS	15.0	14.5		.5	.96	11/09/84
37	312C-STORE REVENUE	15.0	13.5		1.5	.90	12/04/84
38	313A-SORT	3.0	1.0		2.0	.33	09/13/84
39	313B-ACCTS. RECV. SORT	15.0	.5		14.5	.03	07/01/84
40	313C-CUST. LIST SORT	15.0	9.0		6.0	.60	00/00/00
41	314A-TABLE PROCESSING	4.0	2.0		2.0	.50	00/00/00
42	314B-EMPL/DEPT LISTING	15.0	7.0		8.0	.46	00/00/00
43	314C-PARTS DATA LIST	15.0	2.0		13.0	.13	00/00/00
44	314D-FED. TAX REGISTER	20.0	.5		19.5	.02	00/00/00
45	700 -JCL THEORY	2.0	2.5	2.5	NONE	1.25	00/00/00
46	701 -JOB PARAMETER	3.0	2.5	2.5	.5	.83	00/00/00
47	702 -EXEC PARAMETER	3.0	2.5	2.5	.5	.83	00/00/00
48	703A-DD PARAMETER	3.0					
49	703B-DD PRACTICE	4.0	2.5	2.5	1.5	.62	00/00/00
50	703C-JCL FOR #28-29	4.0					

STUDENT ID NO. 3

STUDENT NAME L CUMMUTA

TASK ID	TASK NO./NAME	EST. HOURS	Y-T-D HOURS	HOURS THIS WK.	HOURS LEFT	EST. % COMPL.	DATE COMPL.
51	305C-GRADE REPORT	10.0					
52	305C-FAILURE REPORT	10.0					
53	703D-JCL FOR #30-31	4.0					
54	310D-DECATHLON REPORT	15.0					
55	314E-COACH RANKING	15.0					
56	703E-JCL FOR #32-34	4.0					
57	310E-INVENTORY AUDIT	15.0					
58	313D-SALES SUMMARY	15.0					
59	314F-STOCK RE-ORDER	10.0					
60	316A-SYSTEM FLOWCHARTS	2.0					
61	316B-SYS. F/C-COBOL IV	5.0					
62	316C-MASTER LISTING	10.0					
63	316C-TRANS. LISTING	20.0					
64	315A-SEQ. UPDATING	10.0					
65	315B-ACTIVITY EDIT	25.0					
66	315C-CHECKS/UPDATE	40.0					
67	317A-ISAM CONCEPTS	5.0					
68	317B-ISAM FILE CREATE	15.0					
69	317C-ISAM SEQ. RETR.	5.0					
70	317D-LIST ISAM FILE	10.0					
71	317E-ISAM REPORTS	10.0					
72	317F-ISAM RANDOM RETR.	10.0					
73	317G-ISAM RANDOM	20.0					
74	317H-ISAM RANDOM UPD.	10.0					
75	317I-ISAM RANDOM UPD.	25.0					
76	325A-REVIEW ORG.	.5	.5		NONE	1.00	08/31/84
77	325B-INPUT/OUTPUT	5.0	3.5		1.5	.70	09/13/84
78	325C-DATA MANIPULATION	5.0	3.5		1.5	.70	09/12/84
79	325D-CALCULATIONS	5.0	8.5		NONE	1.70	10/10/84
80	325E-DECISIONS	10.0	9.0		1.0	.90	10/18/84
81	325F-CONTROL BREAKS	15.0	15.0		NONE	1.00	12/04/84
82	325G-TABLE HANDLING	20.0					

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Computer-Managed Instruction
(Student/Task Progress)
Student Weekly Timesheet

Student I.D. - - - Student Name -

Class/Session -

Week Starting Date - - / - - / - -

Week Ending Date - - / - - / - -

Total Hrs. for week - - . -

Time Distribution for Week

Task I.D.	Task No.	Hours
- -	- - - -	- - . -
- -	- - - -	- - . -
- -	- - - -	- - . -
- -	- - - -	- - . -
- -	- - - -	- - . -
- -	- - - -	- - . -
- -	- - - -	- - . -
- -	- - - -	- - . -
- -	- - - -	- - . -
- -	- - - -	- - . -

(2.3)

Computer-Managed Instruction
(Report Generator)
Menu

Function

The "Report Generator Menu" is the first screen in the Report Generator Function, after leaving the "Master Menu". It allows you to obtain a variety of information, in either hardcopy (printed report), or softcopy (listed on computer monitor screen) format. The type of information you require, determines which of the 7 menu choices you should select.

Choice 1 - List All Tasks

This report (hardcopy only) lists all of the tasks in your curriculum, exactly as you keyed them when you created the "Class Record" diskette. This report is in Task I.D. order, and is further described, with a sample report, on page (3.1).

Choice 2 - List All Students

This report (hardcopy only) lists all of the students in one specific class, or session (or "Class Record" diskette). They are in the same order, as they were entered on the "Class Record" diskette. This report is in student I.D. order, and is further described, with a sample report, on page (3.2).

Choice 3 - Task/Subtask Tracking

This choice allows tracking (both hardcopy and softcopy) of student progress by task. For hardcopy, the report consists of a 1-2 page report, per student, listed in Task I.D. sequence. This report is further described, with a sample, on page (3.3).

For softcopy, the screen indicates the same information as the report, only for a smaller range of tasks. This information includes test grades, completion dates, and progress on specific sub-tasks. Instructions for obtaining softcopy results are given on page (3.3.1).

Choice 4 - Grade Report/History

This choice allows the computerized calculation of student grades, and a report (both hardcopy and softcopy) of the grade results. For hardcopy, there are reports which list grades only, or reports which list all of the completed tasks which were used in the grade determination. This grade report (hardcopy) is further described, with samples, on page (3.4.1).

For softcopy, the screen indicates the same information as the report, only for a smaller number of tasks. Instructions for obtaining softcopy results are given on page (3.4.2).

Choice 5 - Pre-Test Schedule (Theory Tests)

This choice provides for the listing (both hardcopy and softcopy) of students scheduled to take task pre-tests. For hardcopy, the report is in Student I.D. sequence, and is further described, with a sample report, on page (3.5.1).

For softcopy, the screen indicates the same information as the report, only for a smaller number of students. Instructions for obtaining softcopy results are given on page (3.5.2).

Choice 6 - Post-Test Schedule (Performance Tests)

This choice provides for the listing (both hardcopy and softcopy) of students scheduled to take task post-tests. For hardcopy, the report is in Student I.D. sequence, and is further described, with a sample report, on page (3.6.1).

For softcopy, the screen indicates the same information as the report, only for a smaller number of students. Instructions for obtaining softcopy results are given on page (3.6.2).

Choice 7 - Return to Master Menu

This choice will allow you to leave the Report Generator Menu, and return to the Master Menu, or screen (1.0).

(Report Generator)
Task Listing

Report Function

This report lists all of the tasks in your curriculum, exactly as you keyed them in, when you created the "Class Record" disk. This report is in Task I.D order, and indicates the following:

Task I.D.-	The position of the task in your curriculum.
Task No.-	A 4-character I.D. used at LCAVC. This number may vary greatly, from school to school.
Description-	Description of the task.
Test Required-	Indicates what type of test(s) are required.
Est. Hours-	The approximate number of hours required to complete the task.
Weighting (Points)-	The number of points associated with each task completion, which are later equated with student grades.

Example: Task #29 (Data Validation) is a theory task, which introduces a student to the theory of Data Validation. Upon completion, or to by pass, the student is required to take a pre-test. The estimated time-to-completion is 2 hours, and the task carries no performance points.

To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Select Choice 3
2. Report Generator Menu (3.1) - Select Choice 1
3. Enter the heading you want, or simply press RETURN if you do not wish to print one.

COBOL I - V CURRICULUM

TASK ID	TASK NO.	DESCRIPTION	TEST REQUIRED	EST. HOURS	WEIGHTING (POINTS)
01	300	COBOL PROCEDURES	NONE	002.0	00.0
02	301	COBOL STANDARDS	NONE	002.0	00.0
03	302A	INPUT/OUTPUT	PRE-TEST	002.0	00.0
04	302B	MAILING FILE LIST	NONE	005.0	00.0
05	302C	SALES REPORT	NONE	005.0	01.0
06	302D	CUSTOMER LIST	NONE	005.0	00.0
07	302E	MAILING FILE LIST	POST-TEST	005.0	00.0
08	303A	ADD/SUBTRACT	PRE-TEST	002.0	00.0
09	303B	SALES REPORT	NONE	005.0	00.0
10	303C	SALES SUMMARY	NONE	005.0	00.0
11	303D	MULTIPLY/DIVIDE	PRE-TEST	002.0	00.0
12	303E	COMMISSION REPORT	NONE	010.0	00.0
13	303F	BANK RECONCILE	NONE	010.0	00.0
14	303G	COMPUTE	PRE-TEST	002.0	00.0
15	303H	SALES AVERAGES	NONE	005.0	00.0
16	303I	PURCHASES SUMMARY	PRE-TEST	010.0	00.0
17	304A	BRANCHING	POST-TEST	002.0	00.0
18	304B	SALES QUOTAS	POST-TEST	010.0	00.0
19	305A	EXTRACTS	PRE-TEST	002.0	00.0
20	305D	STUDENT FAILURES	POST-TEST	010.0	00.0
21	306	STRUCT. STANDARDS	PRE-TEST	002.0	00.0
22	307A	STRUCT. THEORY	PRE-TEST	002.0	00.0
23	307B	SALES ORD. REPORT	PRE&POST-TEST	010.0	00.0
24	308A	HEADINGS	PRE-TEST	002.0	00.0
25	308B	TEST RESULTS REPT	POST-TEST	010.0	00.0
26	309A	IF STATEMENT	PRE-TEST	002.0	00.0
27	309B	TEST RESULTS REPT	NONE	010.0	00.0
28	309C	PAYROLL REPORT	POST-TEST	010.0	00.0
29	310A	DATA VALIDATION	PRE-TEST	002.0	00.0
30	310B	AUDIT/ERROR REPT	NONE	020.0	00.0
31	310C	ACCTS. RECV. VAL.	POST-TEST	020.0	00.0
32	311A	MINOR TOTALS	PRE-TEST	002.0	00.0
33	311B	SECT. TEST RESULT	NONE	015.0	00.0
34	311C	INVOICE REGISTER	POST-TEST	015.0	00.0
35	312A	MAJ/INT/MIN TOTAL	PRE-TEST	002.0	00.0
36	312B	DEPT. EARNINGS	NONE	010.0	00.0
37	312C	STORE REVENUE	POST-TEST	015.0	00.0
38	313A	SORT	PRE-TEST	003.0	00.0
39	313B	ACCTS. RECV. SORT	NONE	015.0	00.0
40	313C	CUST. LIST SORT	POST-TEST	015.0	00.0
41	314A	TABLE PROCESSING	PRE-TEST	004.0	00.0
42	314B	IMPL/DEPT LISTING	NONE	015.0	00.0
43	314C	PARTS DATA LIST	NONE	015.0	00.0
44	314D	FED. TAX REGISTER	POST-TEST	020.0	00.0
45	700	JCL THEORY	PRE-TEST	002.0	00.0
46	701	JOB PARAMETER	PRE-TEST	003.0	00.0
47	702	EXEC PARAMETER	PRE-TEST	003.0	00.0
48	703A	DD PARAMETER	PRE-TEST	007.0	00.0
49	703B	DD PRACTICE	NONE	004.0	00.0
50	703C	JCL FOR #28-29	NONE	004.0	00.0
51	305C	GRADE REPORT	NONE	010.0	00.0
52	305E	FAILURE REPORT	NONE	010.0	00.0
53	703D	JCL FOR #30-31	NONE	004.0	00.0
54	710C	DECATHLON REPORT	NONE	015.0	00.0
55	314E	COACH RANKING	NONE	015.0	00.0
56	703E	JCL FOR #32-34	NONE	004.0	00.0
57	310E	INVENTORY AUDIT	NONE	015.0	00.0

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TASK ID	TASK NO.	DESCRIPTION	TEST REQUIRED	EST. HOURS	WEIGHTING (POINTS)
58	I13D	SALES SUMMARY	NONE	015.0	00.0
59	I14F	STOCK RE-ORDER	NONE	010.0	00.0
60	I16A	SYSTEM FLOWCHARTS	PRE-TEST	002.0	00.0
61	I16B	SYS. F/C-COBOL IV	NONE	005.0	00.0
62	I16C	MASTER LISTING	NONE	010.0	00.0
63	I16C	TRANS. LISTING	NONE	020.0	00.0
64	I13A	SEQ. UPDATING	PRE-TEST	010.0	00.0
65	I15B	ACTIVITY EDIT	NONE	025.0	00.0
66	I15C	CHECKS/UPDATE	NONE	040.0	00.0
67	I17A	ISAM CONCEPTS	PRE-TEST	005.0	00.0
68	I17B	ISAM FILE CREATE	NONE	015.0	00.0
69	I17C	ISAM SEQ. RETER.	PRE-TEST	005.0	00.0
70	I17D	LIST ISAM FILE	NONE	010.0	00.0
71	I17E	ISAM REPORTS	NONE	010.0	00.0
72	I17F	ISAM RANDOM RETR.	PRE-TEST	010.0	00.0
73	I17G	ISAM RANDOM	NONE	020.0	00.0
74	I17H	ISAM RANDOM UPD.	PRE-TEST	010.0	00.0
75	I17I	ISAM RANDOM UPD.	NONE	025.0	00.0
76	I25A	REVIEW ORG.	NONE	000.5	00.0
77	I25B	INPUT/OUTPUT	NONE	005.0	00.0
78	I25C	DATA MANIPULATION	NONE	005.0	00.0
79	I25D	CALCULATIONS	NONE	005.0	00.0
80	I25E	DECISIONS	NONE	010.0	00.0
81	I25F	CONTROL BREAKS	NONE	015.0	00.0
82	I25G	TABLE HANDLING	NONE	020.0	00.0

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Computer-Managed Instruction
(Report Generator)
Student Listing

Report Function

This report lists all of the students in one specific class, or session (or "Class Record" diskette). They are in the same order, as they were entered on the "Class Record" disk. The report is in Student I.D. order and indicates the following:

Student I.D.-	The position of the student in the class, as keyed on the "Class Record" diskette.
Status-	At LCAVC, all students are either juniors or seniors. This may vary, from school to school.
Student Initial-	The first letter of the student's first name.
Student Name-	The student's last name.

Example: Student #3 is Laura (L) Cummuta, who is a senior. Student #5 "dropped" the class, before this list was printed.

To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Select Choice 3
2. Report Generator Menu (3.1) - Select Choice 2
3. Enter the number of the class, or session you are listing, or simply press RETURN if you do not want to specify a class number.

STUDENT ID	STATUS (JR//SR)	STUDENT INITIAL	STUDENT NAME
001	SR	T	BANEK
002	SR	D	BARTELS
003	SR	L	CUMMUTA
004	SR	C	LONGLEY
005	SR		** DELETED : DO NOT REUSE ID **
006	SR	T	RAPPE
007	SR	P	BICKWERMERT
008	JR	J	BUIJK
009	SR	J	CRANE
010	SR	A	LINDSEY
011	SR	M	MARTIN
012	JR	S	MAUK
013	SR	J	WHALEN
014	SR	I	CZOSEK

Report Function

This report is the one most commonly printed and used, by instructors and students, for it gives both all of the information necessary for grades and progress determination. It consists of a 1-2 page report, per student, listed in Task I.D. sequence. It indicates test grades, completion dates, and progress on specific sub-tasks. As mentioned previously, the report is in Task I.D. order, and indicates the following:

Heading-1-	Student name and number.
Heading-2-	Quarter and date (usually the period-ending date, for timekeeping purposes).
Task I.D.-	The position of the task in your curriculum.
Task No.-	A 4-character I.D. used at LCAVC. This number may vary greatly, from school to school.
Task Pts.-	The weight, or number of points associated with each task completion, which is later equated with student grades.
Pts Earned-	The number of points actually obtained, which may be a portion of, or greater than, the number given in Task pts.
Pre-Test- (Qtr/Scr)	The score received, and quarter completed, for all pre-tests taken.
Post Test- (Qtr/Scr)	The score received, and quarter completed, for all post-tests taken.
MPO'S-	The number indicates the quarter the micro performance objectives were completed.
Part Qtr-	Sometimes a student will not have a task completely finished at the end of a quarter, but they still wish to receive partial credit for their work. The number indicates the quarter in which partial credit was given.
Part Pts-	The points given to the partial credit described above.
Completed-	The quarter, and date on which the task was fully completed. (Note: A 9 indicates the task was completed last school year)
Hrs YTD-	The number of hours spent this school year on the task, by the student.

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Example: Laura Cummuta received a score of 80 on the theory pre-test, for Task #38, taken during QTR. 1. There are two programs (Task #39 & #40) associated with that theory. She has turned in the program materials, and fully completed Task #40, which is credited to QTR. 2. She has already received credit for Task #39, during the last academic year.

With this transcript, the instructor might ask the following:

1. What happened to MPO #1 for Task #43? (Does she really understand the problem thoroughly?)
2. Why hasn't the pre-test been taken for Theory Task #41?
3. Ten hours have been applied to Task #44, yet nothing has been turned in yet?

To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Select Choice 3
2. Report Generator Menu (3.0) - Select Choice 3
3. If you wish to print a report for one particular student, select choice 3, verify, supply the Quarter (1-4), Current Date, verify, and supply the correct Student I.D. number (01-35). After the report has finished printing, enter a Student I.D. number of "00" to end, and you will be returned to the "Task Transcript Program Menu". Select choice 4 or 5, depending on your needs at the time.
4. If you wish to print reports for all of the students on your "Class Record" diskette, select choice 2, verify, supply the Quarter (1-4), Current Date, verify, and printing will be begin. After the last Task Transcript report has printed, you will be automatically returned to the "Master Menu".

TASK TRANSCRIPT FOR L CUMMUTA STUDENT NO 003 PAGE 1
QUARTER 2 DATE 01/14/09

TASK NO	TASK PTS	PTS EARNED	PRETEST QTR	PRETEST SCR	POSTTEST QTR	POSTTEST SCR	M P O'S #1	#2	#3	#4	#5	PART QTR	PART PTS	COMPLETED QTR	COMPLETED DATE	HRS YTD
300																8.0
301																5.0
302A																
302B	1.0															
302C	1.0															
302D	1.0															
302E	1.0															
303A																
303B	1.0															
303C	1.0															
303D																
303E	1.0															
303F	1.0															
303G																
303H	1.0															
303I	1.0															
304A																
304B	1.0															
305A																
305D	1.0															
306																
307A																
307B	1.0															
308A																
308B	1.0															2.0
309A																
309B	1.5															
309C	1.5															
310A																
310B	2.5													07/01		
310C	2.0				1	85	1	1	1	1			1	10/16		10.0
311A																
311B	2.0												5	07/0		
311C	2.0				1	100	1	1	1	1			1	10/11		17.5
312A			1	90										08		
312B	2.0								1	1			2	12/0		4.5
312C	2.0				1	100	2	2	2	2			2	12/1		17.5
313A			1	80			1							08		
313B	2.0												3	11/1		4.5
313C					1	100	3	3	3	3			3	11/1		9.5
314A							3						3	01/0		2.0
314B	2.0						3	3	3	3			3	01/10		9.5
314C	2.0							3	3	3			3	01/15		9.5
314D	2.0												3	01/1		20.0
700							3						3	01/1		5.0
701														01/15		
702			1	100			2						2	01/16		1.0
703A			1	70										01/16		1.0
703B	1.0						4						4	01/16		1.0
703C													4	01/1		1.0
703D	1.0						4	4	4	4			4	01/1		8.0
703E	1.0						4	4	4	4			4	01/1		8.0
703F	1.0						4	4	4	4			4	01/15		8.0
703G							4	4	4	4			4	01/17		7.5
710C	2.0						4	4	4	4		4	4	04/05		7.5
314E	1.5						4	4	4	4			4	04/18		12.0

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TASK TRANSCRIPT FOR L CUMMUTA STUDENT NO 003 PAGE 2
QUARTER 2 DATE 01/14/05

TASK	TASK NO	TASK PTS	PTS EARNED	PRETEST QTR SCR	POSTTEST QTR SCR	M P O'S #1	#2	#3	#4	#5	PART QTR	PART PTS	COMPLETED QTR	COMPLETED DATE	HRS YTD
	703E					4							4	04/17	2.0
57	310E	2.0				4	4	4	4				4	05/02	12.0
58	313D	2.0				4	4	4	4				4	05/02	12.5
59	314F	2.0				4	4	4	4				4	05/02	7.5
60	316A					4								04/19	2.0
61	316B	.5				4							4	04/19	2.5
62	316C	1.5													5.5
63	316C	2.5													1.0
64	315A														
65	315B	3.0													
66	315C	6.0													
67	317A														
68	317B	2.0													
69	317C														
70	317D	1.5													2.5
71	317E	1.5													
72	317F														
73	317G	2.0													
74	317H														
75	317I	3.0													
76	325A												1	08/31	.5
77	325B	1.0				1	1	1	1				1	09/13	3.5
78	325C	1.0				1	1	1	1				1	09/12	3.5
79	325D	1.0				1	1	1	1				1	10/10	2.5
80	325E	1.5				1	1	1	1				1	10/13	9.0
81	325F	2.0				1	1	1	1				2	12/04	15.0
82	325G	2.5													10.0

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To Run Softcopy Report:

The format, contents and information available in softcopy form is fundamentally the same as the hardcopy report preceding these instructions, on page (3.3).

Use the following sequence:

1. Master Menu (1.0) - Choice 3
2. Report Generator Menu (3.0) - Choice 3
3. Task Transcript Program Menu - Choice 1
4. Enter the Student I.D. number desired, and wait 15-20 seconds for the record to be loaded.
5. The screen can list information for only 4 tasks at a time. Enter the Task I.D. number for the particular task you wish to view, and that task (plus the next 3 tasks) will appear on the screen.
6. Continue this process, or simply enter a Task I.D. number of "00" to go on to another student.
7. Enter a Student I.D. number of "00" to end, and you will be returned to the Task Transcript Program Menu. Select choice 4 or 5, depending on your needs at the time.

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Report Function

The function of this report is to calculate a grade for any, or all students, based on grading criteria supplied by the instructor. After spending approximately one minute supplying grading criteria, the instructor may simply watch as the computer automatically assigns grades to all students. It should be noted that these grades are calculated and printed, but not stored on any permanent file. In this way, the instructor may try several 'curves', by simply changing the grading criteria, and re-running the report.

There are 2 basic types of grade reports that can be generated:

Grade Report (Sample 1): This report lists grades only. It does not show the actual tasks and scores used to generate the grade.

This report indicates the following:

Task Points/Grade - The total points, or weights accumulated for performance tasks, for a specific quarter.

Pre Test Avg/Grade - The average of all pre-test grades for theory tasks, for a specific quarter.

Post Test Avg/Grade - The average of all post-test grades for performance tasks, for a specific quarter.

Combined Average - A 'weighted' average, which equals the total of all test scores, divided by the total number of tests.

Example: Laura accumulated 10 task points for Qtr. 1, giving her a performance task grade of B. She had a combined test average of 88, for a theory grade of B. At LCAVC, these two grades of B would combine for a final grade of B, for Qtr. 1.

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To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Choice 3

2. Report Generator Menu (3.0) - Choice 4

3. Grade Program Menu - Choice 1 or 3

4. If you want grades for an individual Quarter, select choice 1,2,4,or 5. If you want grades for Semester 1 (Qtr 1-2) or Semester 2 (Qtr. 3-4), select choice 3 or 6. Choice 7 gives you the entire year.

5. Grading criteria should now be entered.
(Ex. At LCAVC, the following is used)

(Task Pts.)	(Test Scores)
A = 012.00	A = 090.00
B = 010.00	B = 080.00
C = 008.00	C = 070.00
D = 006.00	D = 060.00

6. If you are printing for an individual student, enter their Student I.D. number. If you are grading the entire class, printing will begin after you have verified the grading criteria.

7. If you are printing for an individual student, enter a Student I.D. number of "00" to end. If you are grading all students, the program will end automatically, after printing is finished. Either way, you will be returned to the Grade Program Menu. Select choice 7 or 8, depending on your needs at the time.

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POSTTEST AVG = 91.00 GRADE = A
COMBINED AVG = 88.00 GRADE = B

CUMMUTA

TASK POINTS = 9.00 GRADE = C QUARTER 2
PRETEST AVG = N/A GRADE = N/A
POSTTEST AVG = 100.00 GRADE = A
COMBINED AVG = 100.00 GRADE = A

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(Report Generator)
Grade Report/History

Grade Report (Sample 2): This report lists grades, and prints a history of the actual tasks and scores used to generate those grades.

This report is printed in Task I.D. sequence, although the Task I.D. is not actually printed, and the listing indicates the following:

Task No. - A 4-character I.D. used at LCAVC. This number may vary greatly, from school to school.

Task Pts - The weight, or number of points associated with each task completion, which are used to compute performance grades.

Completed - (Qtr/Date) The quarter, and date on which the task was fully completed. (Note: A 9 indicates the task was completed last school year).

Partial crd.- Sometimes a student will not have a program completely finished at the end of a quarter, but they still wish to receive partial credit for their work. The number indicates the quarter in which partial credit was given, and the actual points.

Pre-Test- (Qtr/Scr) The score received, and quarter completed, for all pre-tests taken.

Post-Test- (Qtr/Scr) The score received, and quarter completed, for all post-tests taken.

Hours YTD- The number of hours spent this school year on the task, by the student.

Example: Laura Cummuta completed Tasks 310C, 311C, one-half of 312B, and 325B-E, for a total of 10 performance task points, giving her a performance task grade of B. She took 5 pre/post tests for a test average of 88, for a theory grade of B. At LCAVC, these two grades pf B would combine for a final grade of B, for Qtr. 1.

To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Choice 3
2. Report Generator Menu (3.0) - Choice 4
3. Grade Program Menu - Choice 2 or 4.
   If you want grades for an individual Quarter, select choice 1, 2, 4 or 5.
   If you want grades for Semester 1 (Qtr. 1-2) or Semester 2 (Qtr. 3-4) select choice 3 or 6.
5. Grading criteria should now be entered.
   (Ex. At LCAVC, the following is used)

(TASK POINTS)	(TEST SCORES)
A=012.00	A=090.00
B=010.00	B=080.00
C=008.00	C=070.00
D=006.00	D=060.00

6. If you are printing for an individual student, enter their Student I.D. number. If you are grading the entire class, printing will begin after you have verified the grading criteria.
7. If you are printing for an individual student, enter a Student, I.D. number of "00" to end. If you are grading all students, the program will end automatically, after printing is finished. Either way, you will be returned to the Grade Program Menu. Select choice 7 or 8, depending on your needs at the time.

Note: Two samples of "Grade and History" reports are included.
First sample: Shows only QTR. 1 grade report.
Second sample: Shows SEMESTER 1 (QTR. 1 + QTR. 2) grade report.

TASK NO	TASK PTS	COMPLETED QTR	COMPLETED DATE	PARTIAL CRD QTR	PARTIAL CRD PTS	PRETEST QTR	PRETEST SCR	POSTTEST QTR	POSTTEST SCR	HOURS YTD
310C	2.5	1	10/16					1	82	16.0
[illegible]10	2.0	1	10/11					1	100	11.5
[illegible]3A		1	09/13			1	90			
[illegible]3B	1.0	2	11/09	1	1.0					14.5
313A		1	09/13			1	80			1.0
701		1	01/15			3	100			
325A		1	08/31							.5
325B	1.0	1	09/13							3.5
325C	1.0	1	09/12							3.5
325D	1.0	1	10/10							8.5
325E	1.5	1	10/18							9.0

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TASK POINTS = 10.00 GRADE = S

PRETEST AVG = 85.00 GRADE = B

POSTTEST AVG = 91.00 GRADE = A

COMBINED AVG = 86.00 GRADE = B

QUARTER 1

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TASK NO	TASK PTS	COMPLETED QTR	COMPLETED DATE	PARTIAL CRD QTR	PARTIAL CRD PTS	PRETEST QTR	PRETEST SCR	POSTTEST QTR	POSTTEST SCR	HOURS YTD
310C	2.5	1	10/16					1	82	16.0
1C	2.0	1	10/11					1	100	11.5
2A		1	09/13			1	90			
2B	1.0	2	11/09	1	1.0					14.5
312C	2.0	2	12/04					2	100	13.5
313A		1	09/13			1	80			1.0
313C		2	01/10					3	100	9.5
314A		2	01/07			3	90			3.0
314B	2.0	2	01/10							8.0
314C	2.0	2	01/15							8.0
700		2	01/15			3	100			.5
701		1	01/15			3	100			
702		2	01/16			3	100			1.0
703A		2	01/16			3	70			1.0
703B	1.0	2	01/16							1.0
325A		1	08/31							.5
325B	1.0	1	09/13							3.5
325C	1.0	1	09/12							3.5
325D	1.0	1	10/10							8.5
325E	1.5	1	10/18							9.0
325F	2.0	2	12/04							15.0

L CUMMUTA

TASK POINTS = 10.00 GRADE = B QUARTER 1
PRETEST AVG = 85.00 GRADE = B
POSTTEST AVG = 91.00 GRADE = A
COMBINED AVG = 89.00 GRADE = B

CUMMUTA

TASK POINTS = 10.00 GRADE = B QUARTER 2
PRETEST AVG = N/A GRADE = N/A
POSTTEST AVG = 100.00 GRADE = A
COMBINED AVG = 100.00 GRADE = A

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To Run Softcopy Report

The format, contents and information available in softcopy form is fundamentally the same as the hardcopy report(s) preceding these instructions, on page (3.4).

Use the following sequence:

1. Master Menu (1.0) - Choice 3

2. Report Generator Menu (3.0) - Choice 4

3. Grade Program Menu - Choice 5 or 6
   Select choice 5 if you wish grades only, for an individual student.
   Select choice 6 if you wish grades, and a history of the actual tasks and scores used to generate these grades.

4. If you want grades for an individual quarter, select choice 1, 2, 4 or 5.
   If you want grades for semester 1 (qtr. 1-2) or semester 2 (qtr. 3-4), select choice 3 or 6.
   Choice 7 gives you the entire year.

5. Grading criteria should now be entered.
   (Ex. at LCAVC, the following is used)

(Task Points)	(Test Scores)
A = 012.00	A = 090.00
B = 010.00	B = 080.00
C = 008.00	C = 070.00
D = 006.00	D = 060.00

6. Because of the limitations of the size of the monitor screen, you will only be able to grade one student at a time. Enter the Student I.D. number. It will take 15-20 seconds for the record to load, and 30-60 seconds for the grading to take place. The grades you requested will then be displayed on the monitor screen. Press RETURN when finished.

7. You may grade another student, or enter a Student I.D. number of "00" to end. When ended, you will be returned to the Grade Program Menu. Select choice 7 or 8, depending on your needs at the time.

Computer-Managed Instruction
(Report Generator)
Pre-Test Schedule
(Theory Tasks Only)

Report Function

This report lists all of the students in one class or session (or on one "Class Record" diskette), and indicates if they have a pre-test scheduled. This schedule is normally run a day or two before you give tests. The report is in student I.D. order, and indicates the following:

Heading-1 - The date on which the schedule is printed (RUN DATE), and the date on which the tests are to be given (TEST DATE).

Heading-2 - Indicates the session/period being tested (Matches the number on the "Class Record" diskette being used).

Student - The student's first initial and last name. "Record Deleted" indicates a student who has "dropped", or otherwise discontinued the course.

Pre-Test for Task - Indicates the Task No. and Description, of the pre-test(s) scheduled forthe student. "No Test Scheduled" indicates that the student does not have any pre-tests that week.

Example: The sample report, which was listed and posted on Wednesday, January 16, indicates that eleven students in Session 2 have to take pre-tests on Friday, January 18. For instance, Laura Cummuta has three theory pre-tests to take on Friday: 314A (Table Processing), 700 (JCL Theory), 701 (Job Parameter). There are 18 students in Session 2, with 2 students having dropped the class.

To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Choice 3

2. Report Generator Menu (3.0) - Choice 5

3. First, enter the current date, then enter the date on which students will be tested. Finally, for the report heading, enter the class/session you are scheduling for. Verify.

4. Select choice 2, for hardcopy schedule.

5. If you're checking to see if one particular student has a test, select choice 1. Otherwise, select choice 2, and all of the students will be checked, for possible testing.

6. When printing is finished, you will be returned automatically to the Report Generator Menu (3.0).

PRE-TEST SCHEDULE FOR SESSION/PERIOD # 2

------ STUDENT ------	-- PRE-TEST FOR TASK --
T BANEK	NO TEST SCHEDULED
D BARTELS	NO TEST SCHEDULED
L CUMMUTA	314A TABLE PROCESSING 700 JCL THEORY 701 JOB PARAMETER
C LONGLEY	NO TEST SCHEDULED
RECORD DELETED	
T RAPPE	314A TABLE PROCESSING
P BICHWERMERT	302E MAILING FILE LIST
J BUIJK	302E MAILING FILE LIST
J CRANE	302E MAILING FILE LIST 310A DATA VALIDATION
RECORD DELETED	
M MARTIN	302E MAILING FILE LIST
S MAUK	302E MAILING FILE LIST
J WHALEN	302E MAILING FILE LIST
I CZOSEK	302E MAILING FILE LIST
P BARCLAY	NO TEST SCHEDULED
C BERG	312A MAJ/INT/MIN TOTAL
D LEE	NO TEST SCHEDULED
P MATHIS	NO TEST SCHEDULED
L SEELHOFF	308A HEADINGS
J WILLIAMS	NO TEST SCHEDULED

END OF STUDENT FILE

20 STUDENT RECORDS READ

To Run Softcopy Report

The format, contents and information available in softcopy form is fundamentally the same as the hardcopy report preceding these instructions, on page (3.5).

Use the following sequence:

1. Master Menu (1.0) - Choice 3

2. Report Generator Menu (3.0) - Choice 5

3. First, enter the current date, then enter the date on which students will be tested. Finally, enter the class/session you are scheduling for. Verify.

4. Select choice 1, for softcopy schedule.

5. If you're checking to see if one particular student has a test, select choice 1. Otherwise, select choice 2, and all of the students will be checked, for possible testing.

6. After you are finished with the monitor screen display, or softcopy schedule, press the space bar, and you will be returned automatically to the "Report Generator Menu (3.0)".

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(Report Generator)
Post-Test Schedule
(Performance Tasks Only)

Report Function

This report lists all of the students in one class or session (or on one "Class Record" diskette), and indicates if they have a post-test scheduled. This schedule is normally run a day or two before you give tests. The report is in Student I.D. order, and indicates the following:

Heading-1 - The date on which the schedule is printed (RUN DATE), and the date on which the tests are to be given (TEST DATE).
Heading-2 - Indicates the session/period being tested (Matches the number on the "Class Record" diskette being used).
Student - The student's first initial and last name. "Record Deleted" indicates a student who has "dropped", or otherwise discontinued the course.
Post-Test - Indicates the Task No., and Task Description, for the Task being tested. "No Test Scheduled" indicates that the student does not have any post-test that week.

Example: The sample report, which was listed and posted on Wednesday, January 16, indicates that all but one of the students in Session 2 has to take post-tests on Friday, January 18. For instance, Laura Cummuta has a performance test on Task 325E, which covers the topic of "Decisions". There are 18 students in Session 2, with 2 students having dropped the class.

To Run Hardcopy Report: Use the following sequence:

1. Master Menu (1.0) - Choice 3
2. Report Generator Menu (3.0) - Choice 6
3. First, enter the current date, then enter the date on which students will be tested. Finally, for the report heading, enter the class/session you are scheduling for. Verify.
4. Select choice 2, for hardcopy schedule.
5. If you're checking to see if one particular student has a test, select choice 1. Otherwise, select choice 2, and all of the students will be checked, for possible testing.
6. When printing is finished, you will be returned automatically to the "Report Generator MENU (3.0)".

RUN DATE : 01/13/83 TEST DATE : 01/13/83

POST-TEST SCHEDULE FOR SESSION/PERIOD # 2

------ STUDENT ------	-- POST-TEST FOR TASKS ----
T BANEK	307B SALES ORD. REPORT
D BARTELS	325E DECISIONS
L CUMMUTA	325E DECISIONS
C LONGLEY	325E DECISIONS
RECORD DELETED	
T RAPPE	325E DECISIONS
F BICKWERMERT	307B SALES ORD. REPORT 309C PAYROLL REPORT
J BUIJK	307B SALES ORD. REPORT 313C CUST. LIST SORT
J CRANE	307B SALES ORD. REPORT
RECORD DELETED	
M MARTIN	307B SALES ORD. REPORT
S MAUK	307B SALES ORD. REPORT 310C ACCTS. RECV. VAL.
J WHALEN	307B SALES ORD. REPORT
I CIOSEK	303I PURCHASES SUMMARY
R BARCLAY	307B SALES ORD. REPORT
C BERO	307B SALES ORD. REPORT
D LEE	307B SALES ORD. REPORT
K MATHIS	NO TEST SCHEDULED
L SEELHOFF	307B SALES ORD. REPORT
J WILLIAMS	307B SALES ORD. REPORT

END OF STUDENT FILE

20 STUDENT RECORDS READ

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To Run Softcopy Report

The format, contents and information available in softcopy form is fundamentally the same as the hardcopy report preceding these instructions, on page (3.6).

Use the following sequences:

1. Master Menu (1.0) - Choice 3
2. Report Generator Menu (3.0) - Choice 6
3. First, enter the current date, then enter the date on which students will be tested. Finally, enter the class/session you are scheduling for. Verify.
4. Select choice 1, for softcopy schedule.
5. If you're checking to see if one particular student has a test, select choice 1. Otherwise, select choice 2, and all of the students will be checked, for possible testing.
6. After you are finished with the monitor screen display, or softcopy schedule, press the space bar, and you will be returned automatically to the "Report Generator Menu (3.0)".

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